



Modify a Custom Label

Accounting Specialists can modify a custom field label by:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Custom Labels>Modify**. The *Select OTC Endpoint* page appears.
3. Select the organization endpoint for which you want to modify custom labels. *The Step 1 of 2: Update Custom Labels* appears.
4. Update the custom labels for the organization hierarchy and click **Next**. The *Step 2 of 2: Review Custom Labels* page appears.



Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

5. Verify the information is correct and click **Submit**.
6. A *Confirmation* page appears showing that the custom labels have been modified for the organization hierarchy.